

## **Landowner Information Checklist**

An important part of the monitoring process can be the opportunity to communicate directly with the landowner(s) or land manager. Be sensitive to privacy when seeking information, as not all landowners are going to be welcoming of the monitoring process. As a general rule you should notify landowners of an upcoming inspection, and invite them along if appropriate. In some cases you may want to do this via a standardized letter. You should also follow up with a communication, preferably written notification accompanied by the completed monitoring inspection report. Following are some suggested questions to ask a landowner or land manager:

- ☐ Have there been any changes to your address? Do you have e-mail? Would that work best?
- ☐ Have you sold or transferred any of your land? To whom?
- ☐ Are you still making the same uses of the land, timber, hay, sugaring, etc?
- ☐ Have you implemented any new uses?
- ☐ Do you have a management plan? Would like information about them?
- ☐ Are you planning any major projects / construction? Have you reviewed your deed?
- ☐ Any interesting wildlife / natural history sightings or anecdotes?
- ☐ Have you had any major changes due to natural causes, ice storm, insects, etc?
- ☐ Has there been any public / recreational use of the land? What uses? Any problems?
- ☐ How's the neighborhood? Any other conservation efforts? Any conservation setbacks?
- ☐ Ask them if they have any questions for you....

### **FAQs**

If you know the answer, you may give it. If you don't, say you don't and research the question. Avoid guessing!!! You are much better off researching a question and getting back to someone rather than giving a wrong or misleading answer. A good fail-safe is to suggest the landowner put the question in writing if they are seeking to do something that is not clear-cut. This can then become part of the Monitoring Inspection – Office File, and you in turn can make your written response a part of the file too. Even e-mails should be included at times.

- ☐ Someone was here last year, why are you here again?
- ☐ I'm planning on doing \_\_\_\_X\_\_\_\_, do I need permission?
- ☐
- ☐